



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL  
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT  
14010 MSCoE LOOP, SUITE 3102  
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO  
ATTENTION OF

ATSN-T

31 August 2018

MEMORANDUM FOR Soldiers Attending the Biological Integrated Detection System Course (ASI-L4)

SUBJECT: Course Welcome Letter

Welcome to Headquarters and Headquarters Company, 3d Chemical Brigade. You are receiving this letter on the premise that you are scheduled to attend the Biological Integrated Detection System Course (BIDS, ASI-L4) conducted by the Reconnaissance and Surveillance (R&S) Division of the Technical Training Department (TTD) within the Department of Instruction and the Directorate of Training and Leader Development (DOT&LD), USACBRNS. Please read the general information below.

**Note:** IAW DA Message, DTG: 061744Z May 16, Fort Leonard Wood Training Travel Guidance, sections 10.E. and 12, and the Institutional Training Directed Lodging and Meal Policy (ITDLMP) Handbook, dated 1 Apr 16, page 10, para., 2-1d; students without a valid ATRRS "R (reserved status)" reservation will not be covered under the centralized billing process (ITDLM) where the Soldiers' lodging and meal expenses are the sole responsibility of the sending command. Therefore, commands are strongly discouraged from sending Soldiers in an ATRRS "W (wait status)" reservation. Additionally, based upon class size, Soldiers' may be disallowed attendance. Refer to the special information screen in ATRRS for this course. Soldiers that arrive for training in either a wait status or not listed on the ATRRS R2 roster on the class start date will not be allowed course attendance without approval of the Director, Department of Instruction. If course attendance is granted, the sending command must confirm funding approval via email (coordinate w/ R&S cadre for the POC when there is a unit funding approval requirement) NLT 1700 on the first day of training. Soldiers will be denied course attendance and returned to their units for commands that are unwilling to fund full per diem costs for Soldiers in either a wait status or not listed on the ATRRS R2 roster.

**1. Course Prerequisites.** United States Army Reserve (USAR) and Army National Guard (ARNG) enlisted (PVT/SFC)/officer (2LT-1LT) personnel qualified in MOS 74D or AOC 74A. Soldiers that have a temporary profile or whom are pregnant are not eligible for course attendance. Military Occupation Specialty- Transition (MOS-T) personnel are not eligible to attend this course.

**2. Academic Standards and Performance Evaluations.** All Soldiers attending the Biological Integrated Detection System Course are required to meet the following requirements.

- a. Receive a passing score on all performance evaluations; evaluated on a "GO / NO- GO" criteria.
- b. Must not be pending any disciplinary/Student Status Review actions during the course.
- c. Meet Army body composition standards of AR 600-9 (entry requirement).

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**3. Reporting/In-processing.** All personnel will report to the Maneuver Support Center of Excellence (MSCoE), Thurman Hall, Bldg. 3203, Room 1204, off of Gate Street (Enclosure 1, activity listing #81) at **0530** on the first day of class in APFU/IPFU (no spandex shorts). At **0800**, bring the following items with you for inprocessing. Soldiers failing to provide required documentation during inprocessing will be referred to the Chain of Command for course retention/dismissal.

- a. Military Identification Card.
- b. Two copies of PCS/TDY orders (DA Form 1610) with any amendments.
- c. DA Form 31 for leave (if applicable).
- d. Copy of Permanent Profile, DA Form 3349 (if applicable).
- e. Medical records for those personnel in PCS status for overseas.
- f. Building and room number of your billeting and room phone extension.
- g. Hotel name, room and phone number (if billeted off post).
- h. Valid Civilian Driver's License.
- i. Military Driver's License and copy of your DA Form 348/DA Form 348-E.
- j. Prescription glasses, if required (no contacts lenses).

**4. Institutional Training Directed Lodging and Meal Policy (ITDLMP).** Soldiers attending the Biological Integrated Detection System Course fall under the provisions of the Army's ITDLMP for lodging, meal, and transportation purposes. For Soldiers covered under the ITDLMP centralized billing process, lodging requirements are funded from class report date to class end date and directed subsistence requirements are funded from class start date to class end date.

- a. **Lodging.** <http://www.ihg.com/armyhotels/hotels/us/en/reservation>

1) IAW the ITDLMP, p. 10, para., 2-1a, The PAL Institutional Training In Licenses agreements will only authorize payment for student lodging for arrival on class report date and departure on class end date. Students with orders that authorize arrival before class report date or departure after class end date are responsible for payment of lodging expenses and must seek reimbursement from their sending command or order-issuing official for expenses incurred.

2) All TDY Soldiers regardless of rank will report to IHG Army Hotels (privatized lodging) located in the Candlewood Suites (Bldg. 2020), on the corner of Nebraska Avenue and Replacement Avenue across the street from the Commissary and Armed Forces Bank (Enclosure 1, activity listing #6 & #13). Do not obtain off post lodging accommodations unless directed to do so by a MSCoE, G3 representative. You will be billeted in on post lodging unless circumstances dictate off post lodging accommodations. You are not authorized and will not be reimbursed for off post lodging that you acquire without coordination of MSCoE, G3 representatives.

3) IAW IHG Army Hotels privatized Army lodging procedures (Enclosure 2), you are attending a functional course that gives you a priority for assignment to on post lodging of either "Priority 4 (ASI functional courses that fill with SGT and below)" or "Priority 7 (ASI functional courses that fill with SSG and above)". Reservations must be made by phone contacting IHG Army Hotels at either 1-800- 677-8356, (573) 586-4800, (573) 596-0999, or in person; do not make reservations on the website. We recommend you call thirty days prior to course attendance to verify placement in either on or off post lodging. When verifying lodging

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reservations, provide the following information to IHG Army Hotels representatives: your rank, name, BIDS Course (ASI-L4), class number, and class dates.

4) MSCoE, G3 representatives coordinate with the management of IHG Army Hotels for lodging accommodations for TDY Soldiers attending professional courses. Every effort is made to billet Soldiers on the installation, but there are rare instances where some are required to be billeted in lodging off post.

5) In cases where Soldiers are confirmed for off post lodging accommodations, request the sending command consider either privately owned automobile (POA) travel or rental car authorization based on most beneficial cost to the government. When Soldiers are required to be billeted off the installation, MSCoE, G3 representatives coordinate lodging with Army contracted hotels (no out of pocket expense to Soldiers as part of the ITDLM process). Soldiers will be provided an Institutional Training Housing Referral Form (Enclosure 3) by MSCoE, G3 that identifies they are billeted off of the installation by no fault of their own. This referral form also serves as a verification document for the necessity of rental car authorization. Without rental car authorization, it will be difficult for Soldiers that are billeted off of the installation to travel to and from training each day.

6) It is an Army requirement that all students have a government travel card in their possession prior to school attendance. If you are unable to obtain a government travel card, it is encouraged to bring a personal credit card. There are no provisions for a travel advance at the TDY location. It is the sending command's responsibility to ensure their Soldiers' have funding available to settle debt incurred at the course TDY location.

**b. Meals.**

1) Dining Facilities are available for breakfast, lunch, and dinner meals for all Soldiers (regardless of rank) at the MSCoE, NCOA Dining Facility (Tony's), Gate Street, Building 3223 or the 84th Chemical Battalion Dining Facility, Oklahoma Avenue, Building 1792. Government provided lunch meals will be consumed at the training area and consist of a Meal Ready to Eat (MRE); Soldiers' may desire to bring a sack lunch.

2) IAW DA Message, DTG: 061744Z May 16, Fort Leonard Wood Training Travel Guidance, section 7, Soldiers are directed to subsist weekdays at no cost with standard government meal rate (GMR) on the weekends and federal holidays. IAW the ITDLMP, are directed government meals at no cost are issued a meal card. During inprocessing, all Soldiers covered under the ITDLM centralized billing process are issued meal cards over-stamped with ITDLM-5 indicating the Soldier is authorized dining facility meals Monday through Friday (5 days) excluding weekends and federal holidays. Meal cards will be returned to cadre during outprocessing prior to departing Fort Leonard Wood.

**c. Transportation.** IAW DA Message, DTG: 061744Z May 16, Fort Leonard Wood Training Travel Guidance, section 9, sending commands are encouraged to support compact rental cars for Soldiers who must fly. In and around mileage for those who are authorized to drive their POA is not authorized with disapproval annotated on the travel order.

1) Except those identified in para., 4c(2), Soldiers in a TDY status, regardless of rank,

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whether or not authorized POA travel and AIT plus Soldiers attending this course will be transported to and from class via Logistical Readiness Center (LRC) assets. Soldiers authorized to travel by POA who elect not to ride LRC provided assets; in and around mileage is not authorized.

2) In and around mileage is a provision authorized by the sending command. In and around mileage for those who are authorized to drive their POA may be authorized by the sending command or order issuing official for up to ten miles per day if assigned to on post lodging and fifteen miles per day if assigned to off post lodging.

3) Soldiers in a TDY status, regardless of rank, who are authorized a rental car from the sending command are responsible for their transportation to and from class. When a rental car is authorized, it is encouraged for students in a TDY status to carpool, but we cannot mandate.

**5. Course Departure.** The course completion ceremony concludes at 1200 on the last training day. The course end date listed in ATRRS is a training day, not a travel day, therefore, we recommend Soldiers' return provisions are made accordingly. IAW the joint travel regulation, Soldiers are authorized to travel on the day following the course end date. The ITDLMP for funding of lodging does not cover Soldiers' overnight stay for the last training day; it is the sending command's responsibility to fund this cost.

a. **Flights.** Do not schedule return flights earlier than 1340 from FLW, MO; 1600 from Springfield, MO; and 1700 from Saint Louis, MO on the day of graduation (last training day) to ensure sufficient travel time and security screening at the airport. Flights from FLW to Saint Louis, MO are daily and depart at 0730, 1045, 1340, 1655, and 2013 (additional flight on Fridays only). Soldiers will not be released from the course early to accommodate flight times unless there is an emergency situation (normally same conditions applicable to emergency leave). Due to training requirements, safety considerations, and the time necessary to travel to the appropriate airports, it may not be feasible or safe for Soldiers to travel in an effort to catch a departing flight to their original or gaining units of assignment.

b. **Privately Owned Automobile (POA).** Due to training requirements, safety considerations, and the time necessary to travel by authorized POA, it is not feasible, realistic or safe for Soldiers to essentially train the full day then travel to their original or gaining units of assignment. IAW the Joint Federal Travel Regulation (paragraphs U3003 Authorized Modes and U3005 Travel Time), Soldiers are authorized one day of travel time for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.

## 6. Course Information.

a. **Uniform.** The duty uniform for the course is OCPs/ACUs. The head gear during training is the patrol cap or ACH helmet. See packing list requirements at 6c.

b. **Physical Readiness Training.** Company physical readiness training is conducted Monday through Friday from 0530-0630. Davidson Fitness Center, Cunningham, and Specker Gymnasium facilities are readily available for additional physical training at your discretion.

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1) Bring all Army Physical Fitness Uniform (APFU)/Improved Physical Fitness Uniforms (IPFU) items with authorized fleece cap and gloves.

2) Ensure you bring running shoes, not basketball shoes. Make sure to have above ankle white or black socks with no logos.

3) It is mandatory that all runners wear a reflective road guard vest, which will be issued to all students attending the course. Reflective belts/bands are not a substitute for the road guard vest.

c. Packing List.

Army Combat Helmet, ACH
Ballistic Eyewear, Army Approved (with optical inserts, if applicable)
Glasses (if applicable)
Hearing Protection
OCPs / ACUs (2 sets)
Boots, Combat (2 pr)
Cap, Patrol
Hydration System, Canteen, or Water Bottle
Bag, Barracks, Cotton
Wet Weather Parka / Trousers
Overshoes, Boot
Gloves, Leather, Work (Apr-Sep)
Gloves, Leather, Work w/ Inserts (Oct-Mar)
APFU/IPFU- Shorts, S/S Shirts (Apr-Sep)
APFU/PFU- Jacket, Pants, Shorts, S/S Shirts, L/S Sleeve Shirts (Oct-Mar)
Shorts, Spandex, Black (Soldier preference)
Gortex or GEN III Cold Weather System (Oct-Mar)
Jacket, Fleece (Oct-Mar)
Undergarments, Polypro or GEN III Lightweight/Medium-weight (Oct-Mar)
Cap, Fleece (Oct-Mar)
Gaiter, Neck, Polypro (Oct-Mar)
Markers, Permanent (map markers)

7. **Home Station Unit Training.** We recommend Soldiers, regardless of rank conduct refresher training in the following areas prior to course attendance IOT better the training experience during the culminating training events.

- a. Operate the SINCGARS, Advanced Systems Improvement Program (ASIP).
- b. Hand/Arm Signals and Ground Guiding Procedures.

8. **Contact Information.** Your mailing address during course attendance is:

Rank and Full Name  
HHC, 3d Chemical Brigade

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ATTN: R&S Division, ASI-L4, (Class Number)

495 Iowa Avenue

Fort Leonard Wood, MO 65473

**Ensure to fill out a “Change of Address Card” prior to departing FLW.**

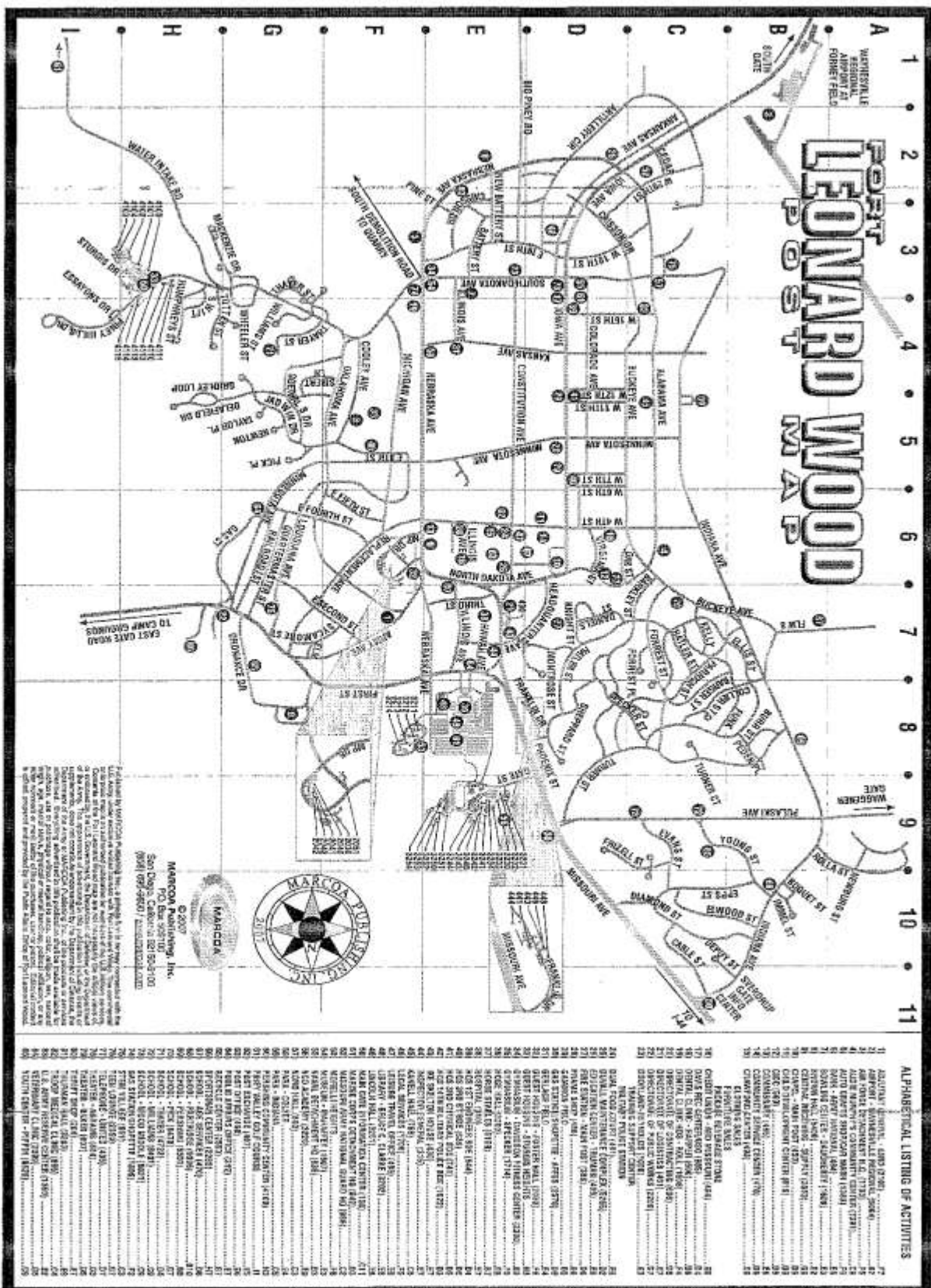
9. **Point of Contact.** The R&S Division cadre can be contacted at (573) 596-1414 or by dialing the post operator at (573) 596-0131, ext. 6-4149; Fax (573) 596-1414 from 0830-1700. After normal working hours (1700 CST), contact the 3d Chemical Brigade Staff Duty NCO at (573) 596-0805.

////Original Signed////

STANLEY A. KUSKO

Chief, Reconnaissance and  
Surveillance Division

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# INFORMATION PAPER

## IMLD-PWH

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22 August 2014

SUBJECT: Fort Leonard Wood Privatized Army Lodging (PAL) Procedures

1. Purpose. To provide information on priorities and procedures for placement in on-post lodging.

2. Facts:

a. Reference memorandum, ODCS, DAMO-TRI, Subject: Priority Placement of Soldiers into On-Post Lodging under the Institutional Training In-License Agreements at Fort Leonard Wood, Missouri. Subject memorandum establishes the following priorities for assignment to on-post lodging for Active, USAR and ARNG Soldiers attending training in a temporary duty/active duty for training status.

Priority order:

- 1) Warrior Leader Course
- 2) Advanced Leader Course to include USAR TASS BN students and cadre
- 3) Senior Leader Course to include USAR TASS BN students and cadre
- 4) ASI/Functional Courses that fill with SGT and below
- 5) Basic Officer Leader Course
- 6) Warrant Officer Basic and Advanced Courses
- 7) Captains Career Course-Reserve Components and ASI/functional courses that fill with SSG and above

b. As outlined in DA Msg, DAMO-TRI, 181848Z Apr 11, Subject: Privatization of Army Lodging (PAL), the Army's goal is to lodge all Army resident service school and The Army School System (TASS) battalion students on post utilizing government housing (barracks) and government provided lodging. Those assigned to off-post contracted hotels may be recalled to on-post facilities by the government.



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c. Room assignment process:

1. Courses in ATTRS are uploaded to the lodging reservation system at the beginning of the fiscal year. Priority of Soldiers and assignment of rooms is based on availability of rooms at the time the course is scheduled to begin. The standard for housing institutional training students is to exhaust on post lodging capacity first.

2. Class integrity remains an overall priority when availability makes it possible. However, large classes and student loads will occasionally not be housed together.

3. Students are not segregated based on rank except when accommodations such as bathrooms/kitchens are shared. Over half of the 1,652 rooms are shared space. In those cases, like ranks share facilities (i.e., Lieutenants with lieutenants, SSG with SSG).

4. Guests that cannot be accommodated on the installation will be lodged off post in hotels contracted by the G3.

Alice Bischoff/ 573-596-0859

[Alice.e.bischoff.civ@mail.mil](mailto:Alice.e.bischoff.civ@mail.mil)

Encl 2a

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**INSTITUTIONAL TRAINING LODGING REFERRAL  
TO OFF-POST HOTEL**

RESERVATION No: \_\_\_\_\_ DATE MADE: \_\_\_\_\_ FORM # \_\_\_\_\_

TRAVELER'S NAME: \_\_\_\_\_  
Last First MI

LAST 4 SSN: \_\_\_\_\_ GRADE: \_\_\_\_\_ COURSE ATTENDING: \_\_\_\_\_

COMPONENT: (CHECK ONE) AC: \_\_\_\_\_ USAR \_\_\_\_\_ ARNG \_\_\_\_\_

1. ON POST LODGING IS NOT RESPONSIBLE FOR THE ABOVE NAMED TRAVELOR ON THE  
FOLLOWING DATES OR THE FOLOWING PERIODS:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
YYYYMMDD YYYYMMDD

2. RESERVATIONS FOR THE PERIOD OF NONAVAILABILITY OF ON POST LODGING HAVE BEEN  
MADE FOR THE ABOVE NAMED TRAVELLER. RESERVATIONS ARE MADE FOR THE  
COMMERCIAL LODGING PROPERTY BELOW.

NAME OF HOTEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

3. LODGING OPERATIONS MAY RECALL STUDENT IF LODGING BECOMES AVAILABLE MORE  
THAN 14 DAYS PRIOR TO COMPLETION OF SCHOOL.

4. COMPLAINTS REGARDING ACCOMODATIONS IN HOTELS SHOULD BE BROUGHT TO THE  
ATTENTION OF STUDENT CHAIN OF COMMAND. UNRESOLVED COMPLAINTS MAY BE  
REPORTED TO G3/7 REGISTRAR BRANCH MS. HUMPHREY AT (573) 563-4131.

ISSUING ORGANIZATION: MSCoE, G3, G37, REGISTRAR BRANCH

G3/7 REGISTRAR: \_\_\_\_\_  
Beth Rolufs

TRAVELER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_